

NATURAL SCIENCE CURATOR OF DESIGN

This is administrative, technical, and supervisory work in the design, construction, and maintenance of natural science museum and satellite museum exhibits. Work includes recommending the design of any architectural modifications which will enhance visual appeal to accomplish overall museum goals. Employee consults with museum scientific staff for technical accuracy of museum exhibit themes, and supervises lower level staff in the construction and incorporation of materials into museum exhibits via proposed conceptual designs. Work is performed under the general administrative supervision of the Natural Science Museum Director, and is evaluated through analysis of the effectiveness and esthetics of designs and the meeting of exhibit deadlines.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee plans, in concert with the museum executive committee, long-range administrative sectional goals and exhibit ideas. Once exhibit areas are conceived within the museum theme, employee plans exhibit specifications and timetables taking into account architectural barriers and modifications, and educational flow. Employee establishes all priorities and deadlines for exhibit section and identifies areas of refinement and development.

Organizing and Directing - Employee evaluates all work projects and assigns the involvement of subordinates. All priorities, standards, and techniques may be altered to accomplish exhibit objectives. Employee may redirect any work endeavors based on shifting space, equipment, manpower, and resources.

Budgeting - Employee formulates and justifies budget proposals for section including justification for continuation of on-going exhibit construction and future design work, personnel and inventory needs, and monitoring any exhibit budgetary transaction.

Training - Employee evaluates the training needs of subordinate artists and exhibit construction staff, and may recommend workshops to enhance and develop new skills and techniques.

Setting Work Standards - Employee participates in the formulation of policies and procedures that are directly involved with the exhibits section in the overall policy development of the museum. Employee evaluates existing work methods and may instigate modification or new procedures.

Reviewing Work - Employee reviews work of subordinates on a technical level to assure effective operation through daily review of artistic and construction work processes, and determines if project goals and objectives are addressed.

Counseling and Disciplining - Employee may resolve minor complaints or problems with subordinates; however, major problems are discussed with management to evaluate consequences before written warnings are issued.

Performing Other Personnel Functions - Employee participates in the interviewing, selection, promotion, reassignment, and salary adjustment of subordinate staff for approval of the museum director.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable responding to designing exhibits which will enhance the education and informational museum emphasis. Must keep abreast of museum exhibit design trends and technology.

Variety of Work Supervised - Work is within the same artistic area in the design, construction, development, and maintenance of esthetic dioramas and exhibits.

Number of Employees Responsible For - 4.

III. EXTENT OF SUPERVISION RECEIVED: All technical, artistic work is performed independently with exhibit scientific accuracy supplied by research curators. Administrative matters and interpretations are reviewed by and consulted with the museum director.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of design, layout, and commercial art methods. Considerable knowledge of the materials and equipment used in commercial art. Thorough knowledge of exhibit design methodology. Ability to visualize and develop design concepts for educational exhibits. Ability to plan and implement exhibit design and construction projects. Ability to establish and maintain effective working relationships with other employees and subordinates. Ability to train and supervise workers in art design and techniques.

Minimum Education and Experience - Graduation from a four-year college or university with a major in art and four years of experience in commercial art in the design and construction of educational exhibits; or an equivalent combination of education and experience.